



United States Department of Commerce
National Oceanic and Atmospheric Administration
NATIONAL MARINE FISHERIES SERVICE
NORTHEAST REGION
One Blackburn Drive
Gloucester, MA 01930

December 31, 2002

«DLR»
Federal Dealer Number: «DNUM»
«STRT1»
«STRT2»
«CITY», «ST» «ZIP»

Dear «DLR»,

Enclosed are the *Dealer Instructions for National Marine Fisheries Service (NMFS) Weekly Quota Reporting using the Interactive Voice Response (IVR) system for 2003*. These are sent to dealers issued a permit requiring submission of weekly purchase summaries for quota-managed species, (see Table 1 page 3). It has become increasingly important that landings data for quota-managed species be collected on a real-time basis in order to monitor these landings relative to their quota or total allowable catch (TAC). Therefore, dealers must report purchases of quota-managed species weekly through the NMFS IVR call-in system.

Dealers are also required to report purchases of all species on a trip-by-trip basis through a different system. Dealer to dealer transactions are not required to be reported, as the primary buyer is responsible for reporting those purchases.

An updated list of the NMFS week-ending dates and their associated week numbers for 2003 is enclosed. This list replaces any previous lists which included any NMFS week-ending dates and their week numbers.

What is an IVR call-in system?

An IVR system allows dealers to quickly and easily report their weekly fish purchases using a touch-tone telephone. Dealers located in states with their own quota monitoring systems may be required to report their purchases to their state system as well.

IVR Reporting Requirements

The IVR system is designed for dealers to report weekly summaries of their purchases of the quota-managed species listed in Table 1. Dealers must call weekly to report purchases of these species by state. If no quota-managed species were purchased during a given week, a negative report must be submitted through the IVR system. If at least one quota-managed species was purchased and reported, a negative report is not necessary for the other species.

The reporting week begins on Sunday at 0001 hrs (12:01 AM) local time and ends Saturday at 2400 hrs (12:00 midnight). Reports must be submitted by midnight Tuesday, three days after the end of each reporting week.

Reporting stock area of Atlantic cod

The IVR system is designed to accept Atlantic cod reports by specific stock area. Thus, dealers should specify on their weekly IVR report whether their purchases of Atlantic cod were caught in the Georges Bank stock area or the Gulf of Maine stock area. If the stock area where the fish were caught is unknown, dealers should specify “unknown”. A break down by stock area will allow NMFS to better monitor the two stocks of Atlantic cod, by improving our ability to provide more accurate landings statistics by stock area.

Dealer access codes and additional information regarding the IVR system

This letter includes the weekly reporting instructions, species codes for the quota-managed species and the codes for each state. Dealers who have not used the NMFS IVR call-in system will be assigned a confidential and unique access code. A code is enclosed in this packet for those dealers. Codes should be kept private and not disclosed to others. In the event that you lose your dealer code, please contact your local Field Agent (list enclosed) and they will be able to provide you with your code. When calling the Field Agent’s office for your code, please supply your dealer permit number as well as your dealer name. Dealer codes will only be changed when a dealer is issued a new Federal Dealer Permit Number.

NMFS IVR – Dealers located in all U.S. states <u>except</u> Massachusetts	
N M F S - I V R - S Y S T E M	All federally permitted dealers, except those located in Massachusetts, are required to report their purchases of quota-managed species weekly through the NMFS IVR system . The quota-managed species are listed in Table 1.
	Purchases of quota-managed species must be reported weekly. The NMFS reporting week begins on Sunday at 0001 hrs (12:01 AM) local time and ends Saturday at 2400 hrs (12:00 midnight). A list of the NMFS week-ending dates and their associated week numbers for 2003 is enclosed. Reports to the NMFS IVR system must be submitted by midnight Tuesday, three days after the end of each reporting week. A list of instructions for submitting weekly reports through the NMFS IVR system is enclosed.
	Weekly reports to the NMFS IVR system must include:
	<ul style="list-style-type: none"> • Federal Permit Number • Dealer’s Password / Code • State Code where fish were landed • Week Number • Species Code (by stock area if known, for Atlantic cod and haddock only) • Pounds Purchased

Table 1. Species that are required to be reported via the NMFS IVR system under each Northeast Regional permit type listed. Permit types listed require reporting via both the Trip Level Dealer Weighout and IVR systems.

Species to be reported via phone reporting	Permit Type
Atlantic bluefish	Atlantic Bluefish
black sea bass	Black Sea Bass
Atlantic cod	Northeast Multispecies
haddock	Northeast Multispecies
scup	Scup
spiny dogfish	Spiny Dogfish
<i>Illex</i> squid	Squid, Mackerel, Butterfish
<i>Loligo</i> squid	Squid, Mackerel, Butterfish
summer flounder	Summer Flounder

For additional information, please contact the following:

NMFS IVR information	Fisheries Statistics Office	(978) 281-9321 or (978) 281-9209
Federal Dealer Permit information	NMFS Permit Office	(978) 281-9370
Other reporting information	Local Field Agent	See attached list
Other reporting information	FSO Email	reporting.ne@noaa.gov
Information mentioned in this letter	Fisheries Statistics Office Website	http://www.nero.nmfs.gov

Sincerely,

John F. Witzig, Ph.D.
Director
Fisheries Statistics Office

Enclosures



NATIONAL MARINE FISHERIES SERVICE

Northeast Regional Office/Fisheries Statistics Office



Confidential code assigned to:

Dealer: «DLR»
Dealer Number: «DNUM»
State: «ST»

Code: «CODE»

- Dealer Number and Code are both needed to submit entries through the IVR system.
- Codes should be kept private and not disclosed to others.

2003

**Dealer Instructions for National Marine Fisheries Service
Weekly Quota Reporting using the IVR System**

The National Marine Fisheries Service reporting week begins at 0001 local time on Sunday and ends at 2400 hours the following Saturday. Reports must be submitted by midnight Tuesday at the end of each reporting week. Reports must be submitted whether you purchased fish or not. If you report purchases for one or more species, you do not need to report negative or "0" for species you did not purchase. It will be assumed that you did not purchase those species for which you do not report. If you did not purchase any quota-managed species, you must file negatively. Please refer to the detailed instructions below for these procedures.

If you do not have a touch tone phone or you have any changes/corrections to make to any previously reported week or you have any problems, **please contact your local field office.**

Please note that you must still submit your detailed landing reports to the local field office.

To report purchases: Call 1-888-284-4904

- 1) To enter the dealer section of IVR reporting, Press 1.
- 2) To enter dealer purchases, Press 1.
- 3) Enter your 5 digit permit number followed by the # key.
- 4) Enter your 5 digit dealer code followed by the # key.
- 5) Enter the 2 digit state code (where fish were landed) followed by the # key. *
Press 1 if correct, Press 2 to re-enter.
- 6) Enter the 2 digit week number followed by the # key.
Press 1 if correct, Press 2 to re-enter.
- 7) Enter the 2 digit species code followed by the # key.
Press 1 if correct, Press 2 to re-enter.
- 8) Enter the amount of pounds landed followed by the # key.
Press 1 if correct, Press 2 to re-enter.
- 9) Press 1 to get a confirmation number and exit the system.
Press 2 to enter landings for another species.
Press 3 to enter landings for another state.
Press 4 to enter landings for another week number.
Press 5 to get a confirmation number and return to the main menu.

To submit a negative report: Call 1-888-284-4904

- 1) To enter the dealer section of IVR reporting, Press 1.
- 2) To enter a negative report, Press 2.
- 3) Enter your 5 digit permit number followed by the # key.
- 4) Enter your 5 digit dealer code followed by the # key.
- 5) Enter 2 digit week number followed by the # key.
- 6) Press 1 to accept, Press 2 to re-enter.
- 7) Press 1 to get a confirmation number and exit the system.
Press 2 to enter another week number.
Press 3 to get a confirmation number and return to the main menu.

*** State codes should be reported as the state where fish were originally landed, even if they are transported to or purchased in another state.**

2003

Dealer Worksheet for National Marine Fisheries Service
Weekly Quota Reporting using the IVR System

This worksheet is an example of the information needed to submit purchases of quota-managed species from fishing vessels. It may be copied and used as a personal record for each weekly report submitted using the IVR system.

Call phone number: **1-888-284-4904**

1) Press **1** to enter landings.

2) Enter your 5 digit permit number and your 5 digit dealer code (you may **not** want to write this down)

Dealer Number						Dealer Code				

3) Follow the prompts to enter landings.

Species name	Species Code	State Code		Week Num		Pounds Landed
Summer flounder	01					
Scup	03					
Illex squid	04					
Loligo squid	05					
Black sea bass	07					
Spiny dogfish	08					
Bluefish	09					
Cod (Unknown area)	10					
Cod (Gulf of Maine)	11					
Cod (Georges Bank)	12					
Haddock	13					

List of state codes

Maine	22	Connecticut	07	Delaware	08	South Carolina	43
New Hampshire	32	New York	35	Maryland	23	Georgia	13
Massachusetts	24	New Jersey	33	Virginia	49	Florida	10
Rhode Island	42	Pennsylvania	41	North Carolina	36	Louisiana	21

Confirmation number for this call

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National Marine Fisheries Service
Interactive Voice Response System Reporting Periods for 2003

The National Marine Fisheries Service reporting week begins at 0001 local time on Sunday and ends at 2400 hours the following Saturday. Reports must be submitted by midnight Tuesday at the end of each reporting week.

Please use week number 01 for all reports pertaining to week-ending January 4, 2003.

Reporting Week Number	Begin Date	End Date	Reporting Week Number	Begin Date	End Date
01	Dec-29-2002	Jan-04-2003			
02	05-Jan	11-Jan	28	06-Jul	12-Jul
03	12-Jan	18-Jan	29	13-Jul	19-Jul
04	19-Jan	25-Jan	30	20-Jul	26-Jul
05	26-Jan	01-Feb	31	27-Jul	02-Aug
06	02-Feb	08-Feb	32	03-Aug	09-Aug
07	09-Feb	15-Feb	33	10-Aug	16-Aug
08	16-Feb	22-Feb	34	17-Aug	23-Aug
09	23-Feb	01-Mar	35	24-Aug	30-Aug
10	02-Mar	08-Mar	36	31-Aug	06-Sep
11	09-Mar	15-Mar	37	07-Sep	13-Sep
12	16-Mar	22-Mar	38	14-Sep	20-Sep
13	23-Mar	29-Mar	39	21-Sep	27-Sep
14	30-Mar	05-Apr	40	28-Sep	04-Oct
15	06-Apr	12-Apr	41	05-Oct	11-Oct
16	13-Apr	19-Apr	42	12-Oct	18-Oct
17	20-Apr	26-Apr	43	19-Oct	25-Oct
18	27-Apr	03-May	44	26-Oct	01-Nov
19	04-May	10-May	45	02-Nov	08-Nov
20	11-May	17-May	46	09-Nov	15-Nov
21	18-May	24-May	47	16-Nov	22-Nov
22	25-May	31-May	48	23-Nov	29-Nov
23	01-Jun	07-Jun	49	30-Nov	06-Dec
24	08-Jun	14-Jun	50	07-Dec	13-Dec
25	15-Jun	21-Jun	51	14-Dec	20-Dec
26	22-Jun	28-Jun	52	21-Dec	27-Dec
27	29-Jun	05-Jul			